

## **Meeting Minutes:** Group 2

**Date:** Sunday, 7th of December 2025

**Time:** 11:30 -14:00

**Location/Platform:** Cross Keys

**Chair:** Kayla Yasmine

**Note taker:** Kayla Yasmine

**Attendees:** Kayla, Natalia, Mutlaq

### **Discussion Items**

Review of minutes & actions from last meeting

- ERD has been finalised; fixed synthetic data tables based on the ERD

New items for discussion

- Converting CSV file SQL tables

Any other business (AOB):

- Renamed attributes, ensures that the number of records on tables match with the group specification
- Ensures tables align with spec

### **Action Plan**

Action Item	Who	When
<i>Writing SQL script to convert CSV to SQL tables</i>	<i>Kayla, Natalia, Mutlaq</i>	<i>Complete by Monday</i>



## **Meeting Minutes:** Group 2

**Date: Monday, 8th of December 2025**

**Time: 14:30 - 18:00**

**Location/Platform: Cross Keys**

**Chair: Kayla Yasmine**

**Note taker: Kayla**

**Attendees: Nataliia, Grace, Mutlaq**

### **Discussion Items**

Project Updates

- Mutlaq and Natalia successfully pushed SQL scripts to individual branches
- Nataliia helps Kayla on script
- Kayla creates “*Hospitals.sql*” to combine Nataliia, Mutlaq and Kayla’s tables

New items for discussion

- Grace to start with 15 SQL queries

Next meeting & topics for discussion

- Discrepancies still exist within the datasets. Further pre-processes the datasets ensuring good accuracy within the tables

### **Action Plan**

Action Item	Who	When
<i>Finish queries</i>	Grace	12th of Dec
Meet up to finalise queries and push to GitHub	Kayla and Grace	12th of Dec



## **Meeting Minutes:** Group 2

**Date:** Tuesday, 9th of December 2025

**Time:** 15:00 - 18:00

**Location/Platform:**Cafe

**Chair:** Grace

**Note taker:** Kayla

**Attendees:** Grace, Kayla

### **Discussion Items**

Project Updates:

- Runs queries
  - Preprocesses data after realising that some attributes do not exist for the queries e.g Hospitals would have to include *emergency\_service* boolean, *accreditation\_date*, etc

New items for discussion

- Finalise and wrap up project

### **Action Plan**

Action Item	Who	When
<i>Push SQL queries to github</i>	<i>Grace</i>	<i>10th of Dec</i>

## **Meeting Minutes:** Group X

**Date: Wednesday, 10th of December**

**Time: 14:30 - 17:00**

**Location/Platform: Cross Keys**

**Chair: Kayla**

**Note taker: Kayla**

**Attendees: Mutlaq, Nataliia, Grace**

### **Discussion Items**

Review of minutes & actions from last meeting

- Grace updates on queries
- Everyone starts building the Team Portfolio
  - Nataliia on AI Declaration and Prompts
  - Kayla finalises ERD
  - Mutlaq on ReadMe
  - Grace on Action Plan and Meeting Agenda
  - William on Meeting Minutes from the first three meetings

Next meeting & topics for discussion

- Finalise project

### **Action Plan**

Action Item	Who	When
<i>Nataliia on AI Declaration and Prompts</i>	<i>Nataliia</i>	<i>11th of Dec</i>
• Kayla finalises ERD	• Kayla	11th of Dec
• Mutlaq on ReadMe	Mutlaq	11th of Dec
<b>Action Plan and Meeting Agenda</b>	<b>Grace</b>	<b>11th of Dec</b>



## **Meeting Minutes:** Group 2

**Date:** 11/12/2025

**Time:** 15:30

**Location/Platform:** Teams

**Chair:** Kayla Jasmine

**Note taker:** William Read

**Attendees:** Everyone

### **Discussion Items**

Discussed final item that need to be completed before submission, Will reviewed the SQL files and scripts and found following errors...

1. Problem - Absolute pathing was used in code, would not work for someone else downloading our files as they would have different pathing f

Fix – Change to relative pathing

2. Problem – Queries were commented incorrectly which meant the comments were trying to be read as code

Fix – Change so they are comments

3. Problem – Despite being written into the script, CSV not automatically loading to SQL table, caused by local\_infile disabled and same pathing issues described before

Fix – Ensure that the README talks about how to enable local\_infile and change the pathing to relative

## Action Plan

Action Item	Who	When
Edit and correct issues found upon review and checking	William Read	Immediately to be done before 12/12/2025
Collate and get all files ready for submission	Kayla Yasmine	
Gather all AI prompts used	Nataliia	